



VOCATIONAL REHABILITATION COUNSELOR

SCOPE OF WORK:

Work involves providing vocational rehabilitation services to individuals with multiple physical, mental, emotional, and/or cognitive disabilities in overcoming barriers to achieve successful competitive employment outcomes. Services include planning, consultation, evaluation, assessment, counseling, guidance, and other rehabilitation services.

DUTIES PERFORMED AT ALL LEVELS:

- Provide orientation to new applicants; conduct applicant intake interviews; collect information such as medical history, education, work history, vocational interest, social history, and financial status.
- Provide information about vocational rehabilitation services and other agencies; make appropriate referrals and advocate for clients to receive service from other agencies.
- Initiate referral of applicant/client to other specialists for psychological, educational, medical, psychiatric, or vocational evaluations, tests, assessments, or services as needed.
- Administer and interpret comprehensive rehabilitation and vocational evaluations, tests, or assessments to clients.
- Gather, analyze, and synthesize information; may determine client program eligibility and ineligibility; may classify client order of selection status based on state and federal guidelines.
- Provide individualized and specialized vocational counseling and guidance to clients and families.
- Develop and implement plan with client; guide client to identify vocational goals and services compatible with the client's abilities, strengths, aptitudes, needs, interests, and informed choice, and labor market information.
- Assist client with job development, job search, skills training, job placement, and follow-up services.
- Determine the need for assistive technology services or devices.
- Provide case management and service coordination for assigned clients.
- Document client progress in attaining vocational rehabilitation goals; close client cases; may terminate client for non-compliance.
- Authorize, account for, and/or recommend client expenditures for treatment, training, and other rehabilitation services appropriate for client employment goals in accordance with state and federal regulations.

- Provide consultation, technical assistance, education, and information to families, employers, community partners, service agencies, schools, medical professionals, and the general public to build effective interdisciplinary teams.
- Review and apply changes in federal rules, regulations, and policy.
- Provide expert testimony in hearings and legal proceedings as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

VOCATIONAL REHABILITATION COUNSELOR

4222

GRADE K

LEVEL DEFINITION:

Positions at this level function at the journey level making decisions related to the rehabilitation process under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in vocational rehabilitation, social work, psychology, counseling, or other closely related degree, and:

- Two years experience working with persons with disabilities in a direct service capacity; or
- One year of work experience as a vocational rehabilitation counselor; or
- A master's degree in one of the above disciplines.

SENIOR VOCATIONAL REHABILITATION COUNSELOR

4223

GRADE L

LEVEL DEFINITION:

Positions at this level function with a high degree of independence and participate in administrative duties.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide mentoring and training to other staff and partner agencies or programs.
- Provide consultation to vocational rehabilitation counselors on more complex or specialized cases.
- Serve on interview panels for new staff.

- Represent the division at meetings, committees, and boards.
- Serve as acting administrator in his/her absence.
- May perform supervisory duties as assigned.

MINIMUM QUALIFICATIONS:

Requires a master's degree in vocational rehabilitation, social work, psychology, counseling, or other closely related degree; two years of work experience as a vocational rehabilitation counselor; and one of the following certifications as determined by the agency:

- Certified Rehabilitation Counselor (CRC), or
- Certified Case Manager (CCM), or
- Certified Disability Management Specialist (CDMS).

Eff. Date: 6/88

Rev: 7/94 – Added third level, revised duty statements, redefined minimum qualifications, and changed class codes

Rev: 3/05 – Revised min quals.

Rev: 1/09 – Revised scope of work, minimum qualifications, level definitions, and duties performed at all levels; reviewed and revised factoring

Rev: 7/12 – Conversion to Hay System

Rev: 12/13 – Deleted 1st level, revised scope, duties, level definitions, and minimum qualifications at both levels; JEC determined factoring and grades